

November 20, 1981



MEMORANDUM TO: See Attached List

FROM: Associate Deputy Administrator  
for Administration

SUBJECT: Assistant Secretaries for Management Group (ASMG)

By a July 27 memorandum, Clyde C. Cook, Director of the VA's Office of Procurement and Supply, introduced the ASMG to you. He pointed out that the VA had been tasked to serve as the communications link between the ASMG and the independent agencies.

As a result of a recent VA reorganization, I have succeeded as the VA's representative on the ASMG. It will be my responsibility to inform you of ASMG activities and to convey your comments and suggestions to the ASMG.

Since Mr. Cook's memorandum, there have been three ASMG meetings: August 27, October 1, and November 13. Topics covered at those meetings include:

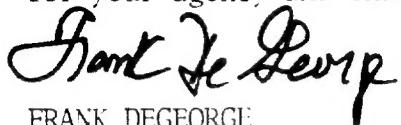
- Training policy and programs
- Contracting for administrative services
- Travel management
- Contracting for ADP
- Cash management

To the extent that minutes of any meetings are prepared by the Office of Management and Budget (OMB), I will provide them to you along with any relevant background material. More importantly, I plan to provide you with a copy of the scheduled agenda in advance of each meeting. This approach should afford you an opportunity to provide comments to me; I can then incorporate those comments into my input at the meetings.

Along those lines, I have enclosed the tentative agenda for a joint ASMG-President's Council on Integrity and Efficiency meeting to be held on November 30 and December 1. While the current agenda presents very general topics concerning interaction with Inspector Generals, you may have some valuable comments concerning the elimination of fraud and waste and the improvement of the management of Federal programs. Please share those comments with me at your earliest convenience.

One agency has suggested that a meeting of the independent agencies would provide a forum for suggesting projects, exchanging viewpoints, and soliciting participation. I would like to learn of your reaction to this suggestion. A meeting during the week of December 14-18, may be feasible and timely.

Almost four months have passed since our last correspondence. I would appreciate receiving confirmation that you are the appropriate contact for your agency and that our mailing information is correct.



FRANK DEGEORGE

Attachment

Associate Director for Management  
Community Services Administration  
1200 Nineteenth Street, N.W.  
Washington, D.C. 20506

Deputy Administrator  
Environmental Protection Agency  
401 "M" Street, S.W.  
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Associate Administrator for Management Operations  
National Aeronautics and Space Administration  
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Director, Division of Administration  
National Labor Relations Board  
1717 Pennsylvania Avenue, N.W.  
Washington, D.C. 20570

Assistant Director for Administration  
National Science Foundation  
1800 "G" Street, N.W.  
Washington, D.C. 20550

Director, Office of Management  
Office of Personnel Management  
1900 "E" Street, N.W.  
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Deputy Director for Administration ←————→  
Central Intelligence Agency  
Washington, D.C. 20505

Assistant Staff Director for Administration  
Commission on Civil Rights  
1121 Vermont Avenue, N.W.  
Washington, D.C. 20425

Director, Office of Program Management  
Consumer Product Safety Commission  
1111 Eighteenth Street, N.W.  
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Equal Employment Opportunity Commission  
2401 "E" Street, N.W.  
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Associate Director, for Resource Management  
and Administration  
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1725 "I" Street, N.W.  
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Director of Administration  
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Associate Director for Management  
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Director, Office of Administration  
Merit Systems Protection Board  
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Director, Division of Administration  
National Labor Relations Board  
1717 Pennsylvania Avenue, N.W.  
Washington, D.C. 20570

Executive Director  
Nuclear Regulatory Commission  
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Washington, D.C. 20555

Executive Director  
Securities and Exchange Commission  
500 North Capitol Street  
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Associate Director Administration  
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Assistant Secretary for Administration  
The Smithsonian Institution  
1000 Jefferson Drive, S.W.  
Washington, D.C. 20560

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JOINT MEETING OF THE  
PRESIDENT'S COUNCIL ON INTEGRITY AND EFFICIENCY  
AND THE  
ASSISTANT SECRETARIES FOR MANAGEMENT GROUP

AGENDA

November 30, 1981

2:00 - 3:45 p.m.	Registration	
3:45 - 4:00 p.m.	Welcome	Hal Steinberg
4:00 - 6:00 p.m.	Perceptions of IG/ Asst. Secy. Roles and Relationships o Panel Presentations o Group Discussion	Ed Harper and IG/Asst. Secy. Panel Bill Heffelfinger Cora Beebe Chuck Dempsey June Brown
6:00 - 7:00 p.m.	Reception	
7:00 - 9:00 p.m.	Dinner and After Dinner Speech	Ed Meese

December 1, 1981

8:30 - 8:45 a.m.	Introductory Remarks	Hal Steinberg
8:45 - 10:15 a.m.	Overview of Integrity and Efficiency Program o Framework for Attaining Integrity and Efficiency o Ongoing Activities and Possible Gaps o Panel Reaction o Group Discussion	Paul Brands and IG/Asst. Secy. Panel Judy Tardy Dale Sopper Jim Thomas Joe Welsch
10:15 - 10:30 a.m.	Coffee Break	

10:30 - 11:45 a.m.	Integrity and Efficiency Resources	Howard Messner
	<ul style="list-style-type: none"><li>o Perspectives on Limited Resources</li><li>o Alternative Strategies</li><li>o IG and Asst. Secy. Cooperation</li></ul>	
11:45 - 1:00 p.m.	Lunch	
1:00 - 3:00 p.m.	Opportunities for Joint Efforts	Group Workshops
	<ul style="list-style-type: none"><li>o Introduction</li><li>o Opportunities</li><li>o Workshops</li><li>o Workshop Summaries</li></ul>	
3:00 p.m.	Wrap-Up	Hal Steinberg
3:15 p.m.	Adjourn	